AIR FORCE

QUALIFICATION TRAINING PACKAGE (AFQTP)

for

ENVIRONMENTAL

(3E4X3)

MODULE 13

PROJECT AND RESOURCE MANAGEMENT

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MODULE 13

PROJECT AND RESOURCE MANAGEMENT

> Career Field Education and Training Plan (CFETP) references from 1 Apr 97 version.

OPR: HQ AFCESA/CEOT

Certified by: HQ AFCESA/CEO
(Colonel William R. Pearson)

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<u>INTRODUCTION</u>

Air Force Qualification Training Packages (AFQTPs) are step-by-step procedural guides describing how to perform a certain task identified in the Specialty Training Standard (STS) portion of the Career Field Education and Training Plan (CFETP). The procedures represent the Air Force's standardized method of accomplishment for personnel in the Environmental specialty. In addition, the authors of these AFQTPs have included hints and personal expertise to aid the trainee in perfecting their skills on the task or the piece of equipment associated with the task.

AFQTPs <u>do not</u> take the place of on-the-job training. An AFQTP is intended to:

- Standardize the training procedure for a task/piece of equipment.

- Enhance the On-the-Job Training (OJT) Process.

- Provide "just-in-time" training for a task/piece of equipment.

- Provide the minimum knowledge on a task/piece of equipment when a unit does not have the equipment.

Put this package to use. We hope you'll find it a valuable tool which aids you in becoming a competent Environmental journeyman/craftsman. These AFQTPs were originally authored by field personnel MSgt William L. Levy and TSgt Mitchell Burcham. They were revised, compiled and edited by SSgt Kevin Maynes under the direction and guidance of HQ AFCESA/CEOT. If you have any recommendations for improving this document, please contact the Environmental Career Field Manager at the address below.

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This AFQTP book contains the following sections:

- **Introduction.** This section gives an overview on the purpose of AFQTPs and their use.

- **Trainer's Guide.** The guide contains information the trainer needs to know in order to manage the trainee's completion of AFQTPs.

- **Trainee's Guide.** The guide contains information the trainee needs to know about completing AFQTPs.

- **Improvements/Correction Letter.** This section contains an *Improvement/Corrections Letter* to make recommendations concerning this training product.

- **AFQTP Completion Verification.** Page for trainee and trainer to verify completion of the AFQTPs for the Environmental AFS.

- **AFQTPs.** This section contains the *Task Training Guide* (step-by-step instructions), background information, review questions, confirmation key, and performance checklist for each Environmental AFQTP. The performance checklists are used by the trainer to verify a trainee has learned the objectives for each AFQTP. (These are <u>not</u> the final tests.)

- **AFQTP Tests.** <u>Element Tests are not included in this book</u>. Initial Element Tests will be sent out on disks to all Unit Training Managers who will manage and control these tests. Upgrade versions of these tests will be made available on future revisions of CerTests. Failure to manage the tests compromises the integrity of the AFQTP evaluation process and the overall training program. Exact testing procedures will be left to the discretion of the individual units. (**Note:** Unit Training Managers should refer to AFI 36-2301, *Professional Military Education*, for specific responsibilities of a Test Control Office.)

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TRAINER'S GUIDE

These Air Force Qualification Training Packages (AFQTPs) were developed to enhance on-the-job training (OJT) for Environmental personnel. This guide will help you lead the trainee in gaining enough knowledge to perform the specified tasks. It will also aid task certifiers in evaluating trainees for task certification.

It is important for you and your trainee to know that an AFQTP does <u>not</u> replace hands-on-training, nor will successful completion of an AFQTP meet the requirement for task certification. AFQTPs' intentions are listed in the Introduction Section of this guidebook.

AFQTPs were written for a trainee to satisfy one or more tasks identified in the Environmental Specialty Training Standard (STS). To best instruct the trainee on the tasks, they were divided into numerous AFQTPs. Each AFQTP has a *Task Training Guide* explaining what the trainee must learn (learning objectives), training references, and most importantly, step-by-step instructions the trainee must follow to accomplish the task.

As the trainer, you play a vital role in the training process. It is important that you understand and perform your responsibilities and duties in administering the AFQTPs. Your responsibilities are:

- Review the AFQTP with the trainee. You have the flexibility to arrange training for each module, unit, and AFQTP in the order you decide, based on your schedule and local conditions.

- Review the AFQTP with the trainee and:

  a. Ensure the trainee meets the prerequisites for taking the AFQTP.

  b. Review the training references with the trainee to better understand each learning objective.

  c. Ensure the trainee understands the learning objectives. If the trainee has any questions, clarify the AFQTP objective expectations.

  d. Go over the AFQTP process with the trainee and ensure they understand the requirements for successful completion.

  e. Establish a time schedule for the trainee to complete the entire AFQTP module.

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The AFQTP Process is as follows:

- Unit Training Manager will issue each trainee copies of the AFQTPs applying to their AFS. Each shop will maintain a binder with all the AFQTPs, without the answer keys.

- Trainer reviews the AFQTP list with the trainee going over the different modules, units, and AFQTPs.

- Trainer and trainee determine a time schedule for the trainee to complete the entire AFQTP module. Do not leave it open-ended. Remember, the objective of the AFQTP program is for the trainee to gain knowledge, so allow sufficient time for the trainee to learn each task thoroughly.

- Included as part of the trainee's AFQTP package are review questions and a confirmation key. Trainees will answer the review questions upon completion of the learning objectives. The trainee can use the *Task Training Guide* and additional technical references in order to answer the questions. The trainee will then verify their answers using the confirmation key. It is highly recommended that the trainer remove this confirmation key from the back of the module prior to administering the QTP to the trainee.

- Upon notification from the trainee that they are ready to test, the trainer will first evaluate the trainee's readiness using the AFQTP's performance checklist. Once you are satisfied the trainee understands the learning objective, arrange with the Unit Training Manager for the trainee to take the AFQTP test. to pass, The trainee must score a minimum of 80%. The trainer will review any missed questions with the trainee to ensure understanding of the material.

- If the trainee does not meet the learning objectives, the trainer and the trainee need to review the missed areas until the trainee meets the objectives. Conduct feedback sessions with the trainee on each AFQTP as often as you feel is necessary.

- After the trainee successfully completes an AFQTP, the trainee may proceed onto the next AFQTP within the module/unit. Upon the trainee's successful completion of an entire AFQTP, the trainer and trainee will sign the AFQTP Completion Verification page. The trainer will enter a completion notification on an AF Form 623a, *On-the-Job Training Record Continuation Sheet*, in the trainee's training record.

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TRAINEE'S GUIDE

These Air Force Qualification Training Packages (AFQTPs) were developed to enhance your on-the-job training (OJT). They provide you with the standardized steps necessary to complete the mandatory tasks identified in the Specialty Training Standard (STS) section of your Career Field Education and Training Plan (CFETP). AFQTPs are not intended to replace hands-on training or substitute for task certification.

Subject matter experts (the authors) have made the learning process more effective by subdividing the training material into teachable modules, units, and AFQTPs. Your trainer has the flexibility to arrange training for each module/unit/AFQTP in the order that best meets your schedule and local conditions. Each AFQTP has a *Task Training Guide* which identifies the training references, prerequisites, tools, learning objectives, and the step-by-step procedures for accomplishing the task.

Prior to beginning an AFQTP there are a number of things you should do:

- Ensure your trainer explains the AFQTP process and your responsibilities
  in that process.

- Review the module/unit/AFQTPs and the *Task Training Guide* with your trainer.

- Review the training references to better understand the objective of each
  module and to ensure you meet all the prerequisites. If you have any questions
  about the objective or learning expectations, ask your trainer. Ask early on so
  you do not flounder through an AFQTP only to learn you misunderstood the
  learning objective.

AFQTP Testing

Each AFQTP has review questions to help determine if you achieved the learning objectives. You can use the *Task Training Guides* or technical references when completing the review questions. A review question confirmation key is also included with each AFQTP. The review questions provide immediate feedback, thereby reinforcing learning. Ask your trainer to explain any questions you don't understand. Refer to applicable references for more detailed information.

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

When you feel you are ready to test on an AFQTP, inform your trainer. The trainer will use the performance checklist to evaluate your mastery of the learning objectives. If your trainer determines you are ready, you will be scheduled to take the AFQTP test. <u>Your Unit Training Manager will administer the test</u>. You must score a minimum of 80% to successfully pass an AFQTP test. After you successfully pass the AFQTP test, you and your trainer will sign the AFQTP Completion Verification page. In addition, the trainer will enter the completion on an AF Form 623a, *On-the-Job Training Record Continuation Sheet,* in your training records.

Keep in mind, passing an AFQTP does not relieve you of the responsibility to become hands-on certified, if required. If you do not successfully accomplish an objective, your trainer will review the missed areas with you. You will be given additional time to learn the material until the objective is successfully met.

HINT:

Within normal workload constraints, set aside sufficient time to work on the package. Studies into effective training programs indicate that the best trainees reserve the same time each day to complete their study. Pace yourself, establish a schedule, and stick to it. Give yourself top priority to become qualified.

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IMPROVEMENTS/CORRECTIONS LETTER

MEMORANDUM FOR HQ AFCESA/CEOT

FROM:

SUBJECT: Improvement/Correction to AFQTP 3E4X3-XX.XX

1. *List any improvements/corrections you may have about this AFQTP. Please be specific as to the page, reference, and element.*

2. *Please include your name, organization, address, DSN and fax so we can contact you if we have any questions or need some clarification with your recommendations.*

(Send your comments to the address listed in the *Introduction* section of this guidebook.)

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MODULE 13

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AFQTP Completion Verification

AFQTP	Trainer's Signature	Trainee's Signature	Date Completed
13.2.1. Input automated pesticide application historical data			
13.2.2. DD Form 1070			
13.2.3. DD Form 1532-1			
13.2.4. DD Form 1532			

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MODULE 13	AFQTP UNIT 2

INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA

(13.2.1.)

INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA

Task Training Guide

STS Reference Number/Title:	13.2.1., Input automated pesticide application historical data
Training References:	• Work Information Management System-Pest Management (WIMS-PM)
Prerequisites:	• Possess as a minimum a, 3E433 AFSC.
Equipment/Tools Required:	• Air Force's computerized Work information management system
Learning Objective:	• Subject knowledge of automated pesticide program
Samples of Behavior:	• The trainee should know how to input data into the Interim Work Information Management-System Pest Management (IWIMS-PM).

INPUT AUTOMATED PESTICIDE APPLICATON HISTORICAL DATA

Background: The Interim Work Information Management System-Pest Management (IWIMS-PM) is the Air Force's computerized management information system. The program provides the pest management shop with a data-based historical file, quarterly report file, inventory file, and applicator certification record. The WIMS pest management program is updated daily.
This program will also track pesticides issued through the self-help program.

To perform the WIMS pest management process, follow these steps:

Step 1: Obtain a computer logon from your WIMS System Administrator.

Step 2: Enter your personal access identification code and press enter.

Step 3: The IWIMS Main Menu will appear.

Step 4: Select Operations Users Menu by pressing PF key 10.

Step 5: Select Entomology/Pesticides Menu by pressing PF key 27.

Step 6: Select Pesticide Data by pressing Enter.

Step 7: Applications are sorted by the date of the most recent application.

> **HINT:**
>   Categories can be accessed by building number, job order, pest or application site.
>   If the information requested is not present, the next application date will appear.

Step 8: Once this information is found, press enter.

Step 9: The next information required is the date the applications were performed. This date is entered using the following format: "yyyy/mm/dd" (year/month/day).

Step 10: Next, enter the time the applications were performed.

Step 11: Enter the area where the pesticide was applied (Application site). There is a standard list in the computer. Press the select key (usually PF 14 key) and place an "X" next to the appropriate location.

Step 12: Enter facility number. This includes airfield lighting, fencelines, roads, curbs and gutters, ballfields, and other outdoor areas.

Step 13: Enter room number if application was performed inside the facility.

Step 14: Enter the type of operation. This can be obtained from the standard list by pressing the select key (usually the PF 14 key).

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Step 15: Enter the total man-hours used for the pesticide application. Include supervision hours if the application was made under the direct supervision of a certified applicator.

> **HINT:**
> Survey and labor hours can be entered on same application entry instead of making separate entries.
> **Do not** enter application hours if ONLY a survey was performed. Enter total survey hours of personnel performing survey.

Step 16: Enter the applicator's name. Select the name from the master listing using the appropriate key (usually the PF 14 key). No name is required for Self-help projects.

Step 17: Enter the application type. The system will default to an "I" for in-house work, a "C" for contracted work or an "S" for self-help work.

Step 18: If the work was done from a Job Order, enter the five-character Job Order number.

> **HINT:**
> If the Job Order number is E-2684, the control center code is Z and the installation code is EFGH, the total entry would be EFGHZE2684.

Step 19: Select pest name from the list by pressing select key (usually the PF 14 Key).
- Pests are arranged by categories: structural, weeds, etc., and are also arranged from the most common to the least common.

Step 20: Select the pesticide from your inventory by pressing the select key (usually PF 14). The list of pesticides are arranged by trade name and are in alphabetical order.

Step 21: Place an "X" next to the pesticide used and press enter.

> **HINT:**
> The computer will automatically enter registration number and the primary active ingredient to the record. A list of all active ingredients and information pertaining to them will appear on the second page of the record.

Step 22: Enter the finished formulation type.

> **HINT:**
> The computer will allow only formulation types that can result from the concentrate type.

Step 23: **The active ingredient will automatically be calculated by the computer once the amount of concentrate is determined.**

- The amount of active ingredient for each concentrate is displayed on the second page of the application record.

Step 24: **The computer will automatically enter the installations name, State/Country and Major Command.**

Step 25: **Enter the amount of area treated. Press the select key, (usually the PF 14 key).**

> **HINT:**
> Use "SF" for square feet, "LF" for linear feet, usually for termite treatments, "CF" for cubic feet, usually for volume treatments.

Step 26: **Next, enter the amount of finished product.**

- There are two types of finished product, ready-to-use pesticides and field-formulated pesticides.

- The unit of measure is expressed by "OZ" for dry ounces and "FZ" for fluid ounces.

> **HINT:**
> For field-formulated pesticides, enter the total amount of product used after mixing, the computer will determine the amount of concentrate used.

Step 27: **Enter a "P" for the percent of Rate/Area.**

- The computer will automatically default the percentage rates. Enter an "R" for percent rate/area.

- Enter the amount of concentrate applied.

> **HINT:**
> Percent-type application would be a 0.25% Dursban emulsion or 1.0% Roundup.
> Rate/Area application would be applying Dursban at a rate of 1 FZ per 1000 SF of area or Oftanol at a rate of 40lbs./A or 0.9 lbs./1000 SF.

Step 28: **Press enter to save all changes made.**

- To view information, press appropriate key, (usually PF 21) and to modify a record press the appropriate key (usually PF 9 key).

Review Questions
for
Input Automated Pesticide Application Historical Data

Question	Answer
1. What is the Air Force's computerized management system for pest management called?	a. IWIMS-PM b. IWIMS-ES c. BEAMS d. None of the above
2. Categories can be accessed by building number, application site or _____?	a. Work order b. Job order c. Delivery order d. None of the above
3. Which of the following is **not** a selective cultural control?	a. Cultivation b. Fertilization c. Gravel d. Grazing
4. Which of the following is a selective chemical control?	a. Fruiting repression b. Pine release c. Frilling d. All of the above
5. Dispersal equipment **should not** have a specific purpose.	a. True b. False
6. The four herbicide classes are contact selective, non-selective, systemic selective and _____.	a. Residual b. Non-residual c. Systemic non-selective d. Soil sterilants

INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA

Performance Checklist		
Step	**Yes**	**No**
1. Does the trainee know the procedures for maintaining the Interim Work Information Management System-Pest Management (IWIMS-PM)?		
2. Does the trainee know the IWIMS pest management program is updated daily?		
3. Does the trainee know the program will track pesticides issued through the self-help program?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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MODULE 13	**AFQTP UNIT 2**

DD FORM 1070

(13.2.2.)

DD FORM 1070

Task Training Guide

STS Reference Number/Title:	13.2.2., DD Form 1070
Training References:	• Military Pest Management Handbook; Chapter 9
Prerequisites:	• Possess as a minimum a, 3E433 AFSC
Equipment/Tools Required:	• DD Form 1070
Learning Objective:	• Trainee should learn to fill out the DD Form 1070.
Samples of Behavior:	• Trainee should be able to fill out DD Form 1070.

Notes:
• To successfully complete this element follow the steps outlined in this section. • The trainer will supply trainee with appropriate on-the-job-training to successfully perform task.

DD FORM 1070

Background: Wood infesting insects can be a serious problem especially in warmer climates. It is important to inspect base buildings frequently. Buildings made mostly or completely of wood should be inspected at least yearly. Buildings made of masonry materials should be inspected at least every two to three years. It is also important to keep concise records of these inspections for future reference. The results of these inspections are kept on the DD Form 1070, Termite and Wood Decay Inspection Form. In this section the DD Form 1070 (shown in Figure 1) will be discussed and procedures for filling it out will be detailed.

To perform the task, follow these steps:

Step 1: Inspect the building for wood infesting organisms including termites, wood borers, fungus, carpenter bees, and carpenter ants.
- During this inspection search for areas of the building that seem favorable for wood infestation such as wet or damp areas, wood in contact with soil, poor ventilation, etc.

Step 2: The next step is to start recording what was found during the inspection on the DD Form 1070.
- Record the date inspected, building number, installation, and inspector's name. Also, record whether the building is permanent or temporary.
- Then in the first section on the 1070, record any favorable conditions for termites or other wood infesting organisms. These conditions could include wood in contact with the ground anywhere in the building, water leaks under or around the building, poor ventilation under the building, and wood scraps under the building. Other favorable conditions are listed on the 1070.

Step 3: If an infestation is found in the building, it must be recorded in section two.
- Record the exact location of infestation such as foundation pillars, floor joists, wall studs, and window frames. Other examples of areas are found on the 1070.

Step 4: Next, record what type of organism is infesting the building.
- If the infestation is termite, record that in section three.
- If the infestation is fungus, record it in section four.

HINT:
For infestations not listed (e.g., beetles); mark the non-subterranean block in section three, line through non-subterranean, and insert the type of infestation.

Step 5: Section five is designed to record the type of damage that was found.
- Record the extent of the damage, whether the damage is structural weakening or superficial. Estimate the damage cost.

Step 6: Next, record any repair recommendations or actual repairs that where done to the building.

Step 7: Record the chemical controls that were performed on the structure.
- Record treatment procedures along with the chemicals used for each procedure if the chemical changes.

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Step 8: **Calculate the cost of the control procedure including labor costs, chemical costs, and material costs and record this in section eight.**

Step 9: **The final step is to re-inspect and evaluate control effectiveness.**
- If problems are found a re-treatment may be necessary.
- If controls were effective yearly inspections should continue to assure infestation does not return.

Figure 1, DD Form 1070, Termite and Wood Decay Inspection Form

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Review Questions
for
DD Form 1070

Question	Answer
1. How often should a wood structure be inspected for wood infesting organisms?	a. Semi-annually b. Annually c. Biennially d. Every two to three years
2. When doing a wood infestation inspection what are some of the favorable conditions looked for?	a. Wood in contact with soil b. Pipes in contact with soil and wood c. Leaky plumbing under building d. All the above
3. There is no need to record beetle infestations on the DD Form 1070.	a. True b. False
4. What factors are involved in calculating the cost of the treatment performed?	a. Labor costs b. Material costs c. Equipment costs d. a & b
5. What is recorded in section five of the DD Form 1070?	a. Termite Type b. Fungus Type c. Damage d. Recommendations and repairs
6. It is not necessary to re-inspect structure once treatment is accomplished.	a. True b. False

DD FORM 1070

Performance Checklist		
Step	**Yes**	**No**
1. Did the trainee inspect structure thoroughly?		
2. Did the trainee fill out DD Form 1070 correctly?		
3. Did the trainee find any infestation?		
4. Did the trainee get involved in treatment process and re-inspection?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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MODULE 13   **AFQTP UNIT 2**

DD FORM 1532-1

(13.2.3.)

DD FORM 1532-1

Task Training Guide

STS Reference Number/Title:	13.2.3., DD Form 1532-1
Training References:	• Military Pest Management Handbook; Chapter 1
Prerequisites:	• Possess as a minimum a, 3E433 AFSC
Equipment/Tools Required:	• DD Form 1532-1
Learning Objective:	• Trainee should learn to fill out the DD Form 1532-1.
Samples of Behavior:	• Trainee should be able to fill out DD Form 1532-1.
Notes:	

- To successfully complete this element follow the steps outlined in this section.
- The trainer will supply trainee with appropriate on-the-job-training to successfully perform task.

DD FORM 1532-1

Background: Usually at the home station, records of pesticide usage are kept on the WIMS computer system. However, it is important to understand the previous way of record-keeping in case of a computer crash or you end up in the field for an extended period of time with no computer. Thus, records and reports must be kept by hand. It is important to keep records and reports for the Federal Environmental Protection Agency (EPA), the State Environmental Regulatory Agency, the Major Command, and local governments if applicable. This lesson will explain in detail, how to fill out the DD Form 1532-1, Pesticide Management Maintenance Record (see Figure 1). This is the pest management report accomplished after each application of pesticides.

To perform the task, follow these steps:

Step 1: Obtain DD Form 1532-1.
- A copy of the 1532-1 should be kept on each building on base.

- Each 1532-1 should have the building number, the building size, type construction of the building, and use designation of building. (Example, base gym or flight simulator building).

Step 2: After each pesticide application fill out the DD Form 1532-1 starting with the date.

Step 3: Then total the number of units sprayed and annotate this.

> **HINT:**
>   These are useful when spraying a multi-unit building with the same building number.
>   If more than one operation was used be sure to annotate this by filling out a line for each operation.
>   If more than one chemical is used make sure to fill out a line for each chemical.

Step 4: Next, where did this job originate?
- Was it a direct scheduled work order (SC), planned work order (SW), or was it from a recurring maintenance inspection (R)?

- Whichever is appropriate, insert the applicable code.

Step 5: Annotate the amount of area sprayed in a specific unit of measure.
- For instance, square feet, linear feet, cubic feet, or acres.

Step 6: Next, annotate the target pest.

Step 7: The control operation is next, these include spraying, baiting, or surveying if no control was accomplished.

Step 8: The chemicals used are now annotated.
- This includes the chemical name, the EPA number, the percent of concentration, and the amount.

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Step 9: Finally, enter the labor hours used and the applicators initials.

						TYPE OF CONSTRUCTION	USE DESIGNATION					
BUILDING/AREA					SIZE		If Pesticide is Used				Labor	Applic-ator
Date	Units Serviced	Work Origin	Unit of Measure	Target Pest	Control Operation		Name	EPA Reg.	% Conc.	Amount	Time	Initials

Form Approved, OMB No. 0704-0188   REPORT CONTROL SYMBOL*:*   **PEST MANAGEMENT MAINTENANCE RECORD**

The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if ti does not display a current valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS

MEASUREMENT UNITS	ORIGIN OF WORK		TYPE OF CONSTRUCTION		
MSF = 1,000 suare feet LFF = Linear feet	SW = Scheduled work	SC = Service or trouble call	CO = Concrete	BV = Brick veneer	WO = Wood
MCF = 1,000 cubic feet AC = Acres	WR = Work request	R = Routine inspection	BL - Block	ST = Steel, sheet metal	OT = Other

DD FORM 1532-1, AUG 96 (EG)   Designed using Perform Pro, WHS/DIOR, Aug 95

Figure 1, DD Form 1532-1 Pesticide Management Maintenance Record

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Date	Units Serviced	Work Origin	Unit of Measure	Target Pest	Control Operation	If Pesticide is Used				Labor Time	Applic. Initials
						Name	EPA Reg.	% Conc.	Amount		

REMARKS

DD FORM 1532-1, AUG 96 (EG)   *(Attach additional card to continue record)*

Figure 2 , DD Form 1532-1, Pesticide Management Maintenance Record (Back)

Notice. This AFQTP is _NOT_ intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Review Questions
for
DD Form 1532-1

Question	Answer
1. What agencies require pesticide records be kept?	a. The Federal EPA b. The State Environmental Regulatory Agency c. The Major Command d. All of the above
2. The DD Form 1532-1 only has to be filled out once a month.	a. True b. False
3. What is the name of the 1532-1?	a. The Leave Request Form b. The Pest Management Report c. The Pesticide Management Maintenance Record d. The Termite and Wood Inspection Report
4. Spraying and baiting are annotated under what section?	a. Control operation b. Target pest c. Work origin d. None of the above
5. Which of the following is **not** annotated under chemicals?	a. EPA registration number b. Percent of concentrate c. Amount used d. Amount of area sprayed
6. If more than one chemical is used, only the most toxic one goes on the DD Form 1532-1.	a. True b. False

DD FORM 1532-1

Performance Checklist		
Step	**Yes**	**No**
1. Did trainee obtain a 1532-1?		
2. Did trainee understand a job origin?		
3. Did trainee correctly calculate the amount of area sprayed?		
4. Did trainee understand control operations?		
5. Did trainee successfully annotate chemical information?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

ENVIRONMENTAL

MODULE 13   **AFQTP UNIT 2**

DD FORM 1532

(13.2.4.)

DD FORM 1532

Task Training Guide

STS Reference Number/Title:	13.2.4., DD Form 1532
Training References:	• Military Pest Management Handbook; Chapter 1
Prerequisites:	• Possess as a minimum a, 3E4X3 AFSC
Equipment/Tools Required:	• DD Form 1532-1 • DD Form 1532
Learning Objective:	• Trainee should learn to fill out the DD Form 1532.
Samples of Behavior:	• Trainee should be able to fill out DD Form 1532.
Notes:	
• To successfully complete this element follow the steps outlined in this section. • The trainer will supply trainee with appropriate on-the-job-training to successfully perform task.	

DD FORM 1532

Background: Usually at the home station, records of pesticide usage are kept on the WIMS computer system. However, it is important to understand the previous way of record-keeping in case of a computer crash or you end up in the field for an extended period of time with no computer. Thus, records and reports must be kept by hand.   It is important to keep records and reports for the Federal Environmental Protection Agency (EPA), the State Environmental Regulatory Agency, the Major Command, and local governments if applicable. This lesson will explain in detail, how to fill out the DD Form 1532, Pest Management Report. This is the quarterly pest management report that covers all applications of pesticides for the previous quarter.

To perform the task, follow these steps:

Step 1: Obtain DD Form 1532 (see Figure 1).
- On the 1532 annotate Major Command name and address. Also, the reporting installation name and address should be added.

Step 2: Next, compile each pesticide application filled out on the DD Form 1532-1 for that particular quarter.

Step 3: Total all equal applications for the quarter.

HINT:
  If twenty units were sprayed for German roaches using the same chemical in a particular quarter, this would be an equal application.
  The spray operation is spraying, baiting, dusting, etc.
  The pesticide form will be emulsion, suspension, dust, etc.

Step 4: Next, annotate the target pest for each application.

Step 5: Annotate the spray operation, the total number of units sprayed, or the total amount of area sprayed in a specific unit of measure.
- For instance, square feet, linear feet, cubic feet, or acres.

Step 6: Next, annotate the pesticide and the pesticide form that was used for each application.
- The amount of pesticide used must be stated in the applicable unit of measure such as ounces, gallons, pounds, etc.
- The percent of final spray is the next amount to be stated.
- Finally, the total pounds of active ingredient and the percentage of active ingredient of that particular chemical must be recorded.

Step 7: The supply source for this particular chemical is annotated, whether it is acquired by the base supply system or from downtown.

Notice. This AFQTP is <u>*NOT*</u> intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

Step 8: Finally, annotate the total number of man-hours expended for each equal application.

	TARGET PEST	OPERATION				PESTICIDE							TIME

(DD Form 1532, Pest Management Report table — blank grid with rows numbered 1 through 17)

DD FORM 1532, AUG 96 (EG)   PREVIOUS EDITION MAY BE USED.

Figure 1, DD Form 1532, Pest Management Report (Front)

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

NO.	TARGET PEST		OPERATION					PESTICIDE									TIME
	Name (a) 13 - 15	Name (b) 17 - 19	Total Units Treated (c) 20 - 24	Unit (d) 25 - 27	Site (e) 28 - 30		Name (f) 31 - 33	Form (g) 34 - 36	APPLICATION Amount (h) 37 - 41	Unit (i) 42 - 43	Final Conc. % (j) 44 - 49	RATE (Per Area Unit) Lbs. (k) 50 - 55	% (l) 56 - 58	SUPPLY SOURCE Enter S,M,G,C (m) 59	Hours (n) 69 - 71		
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	

3. REMARKS

INSTRUCTIONS FOR USE

1. Detailed instructions of the implementing department directive shall be used in the preparation of this report.

2. Military installations shall prepare this report by the 15th day after the end of each month. The report shall be prepared and signed by the DOD certified pest management supervisor, applicator or inspector and by the installation engineer.

3. Three copies shall be signed and distributed as follows:
a. Copy No. 1. To the appropriate pest management professional in accordance with implementing department directives for technical review.
b. Copy No. 2. Record to the installation surgeon.
c. Copy No. 3. Record copy to the installations engineer for two year retention in accordance with Public Law 92-516.

4. INSTALLATION ENGINEER *(Reviewing Officer)*

5. INSTALLATION CERTIFIED PEST MANAGEMENT SUPERVISOR, APPLICATOR, OR INSPECTOR

a. TYPED NAME	b. SIGNATURE	c. DATE *(YYYYMMDD)*	a. TYPED NAME	b. SIGNATURE	c. DATE *(YYYYMMDD)*

DD FORM 1532 (BACK), AUG 96

Figure 1 (cont.), DD Form 1532, Pest Management Report (back)

Review Questions
for
DD Form 1532

Question	Answer
1. What agencies require pesticide records be kept?	a. The Federal EPA b. The State EPA c. The Major Command d. All of the above
2. The DD Form 1532 only has to be filled out once a month.	a. True b. False
3. What is the name of the 1532?	a. The Leave Request Forms b. The Pest Management Report c. The Pest Management Maintenance Record d. The Termite and Wood Inspection Report
4. Spraying and baiting are annotated under what section?	a. Operation b. Target pest c. Work origin d. None of the above
5. Which of the following is **not** annotated under pesticides?	a. EPA registration number b. Percent of final concentrate c. Amount used d. Amount of total active ingredient
6. If the chemical, the target pest and the spray operation all match, then this is an equal application.	a. True b. False

DD FORM 1532

| Performance Checklist		
Step	**Yes**	**No**
1. Did trainee obtain a 1532?		
2. Did trainee understand an equal application?		
3. Did trainee correctly calculate the amount of area sprayed?		
4. Did trainee understand spray operations?		
5. Did trainee successfully annotate chemical information?		
6. Did trainee successfully calculate man-hours?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY

For
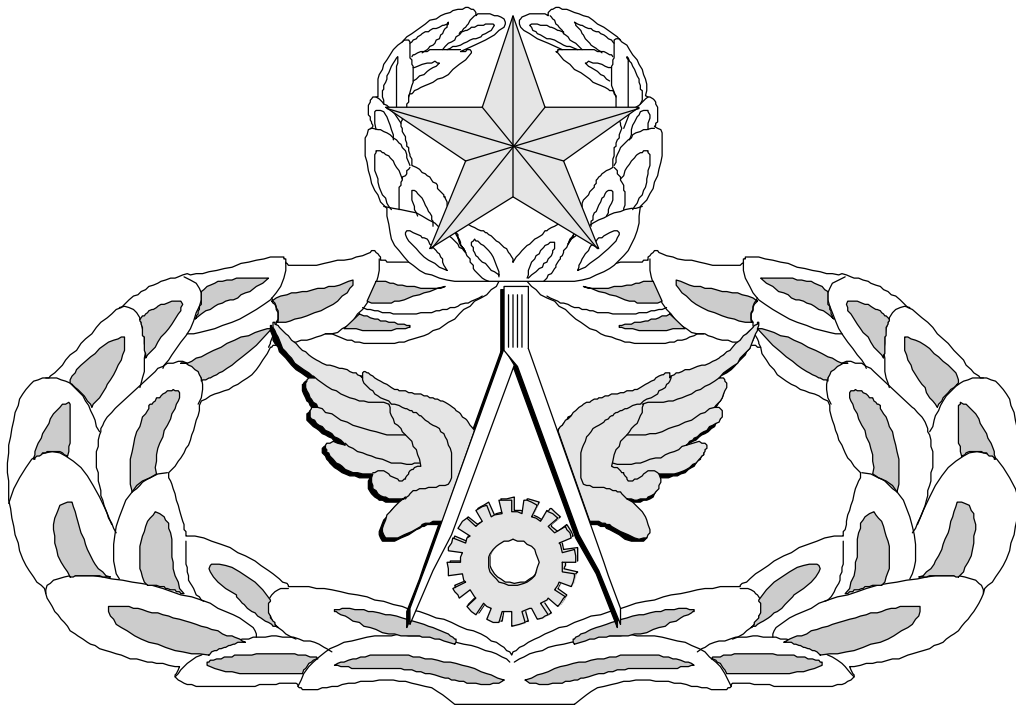
ENVIRONMENTAL

(3E4X3)

MODULE 13

PROJECT AND RESOURCE MANAGEMENT

Notice. This AFQTP is *NOT* intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

INPUT AUTOMATED PESTICIDE APPLICATION HISTORICAL DATA

(3E4X3-13.2.1.)

Question	Answer
1. What is the Air Force's computerized management system for pest management called?	a. IWIMS-PM
2. Categories can be accessed by building number, application site or_____ .	b. Job order
3. Which of the following is **not** a selective cultural control?	c. Gravel
4. Which of the following is a selective chemical control?	d. All of the above
5. Dispersal equipment **should not** have a specific purpose.	b. False
6. The four herbicide classes are contact selective, non-selective, systemic selective and _____ .	c. Systemic non-selective

DD FORM 1070

(3E4X3-13.2.2.)

Question	Answer
1. How often should a wood structure be inspected for wood infesting organisms?	b. Annually
2. When doing a wood infestation inspection what are some of the favorable conditions looked for?	d. All the above
3. There is no need to record beetle infestations on the DD Form 1070.	b. False
4. What factors are involved in calculating the cost of the treatment performed?	d. a & b
5. What is recorded in section five of the DD Form 1070?	c. Damage
6. It is not necessary to re-inspect structure once treatment is accomplished.	b. False

DD FORM 1532-1

(3E4X3-13.2.3.)

Question	Answer
1. What agencies require pesticide records be kept?	d. All of the above
2. The DD Form 1532-1 only has to be filled out once a month.	b. False
3. What is the name of the 1532-1?	c. The Pesticide Management Maintenance Record
4. Spraying and baiting are annotated under what section?	a. Control Operation
5. Which of the following is **not** annotated under chemicals?	d. Amount of area sprayed
6. If more than one chemical is used, only the most toxic one goes on the DD Form 1532-1.	b. False

DD FORM 1532

(3E4X3-13.2.4.)

Question	Answer
1. What agencies require pesticide records be kept?	d. All of the above
2. The DD Form 1532 only has to be filled out once a month.	b. False
3. What is the name of the 1532?	b. The Pest Management Report
4. Spraying and baiting are annotated under what section?	a. Operation
5. Which of the following is **not** annotated under pesticides?	a. EPA registration number
6. If the chemical, the target pest and the spray operation all match, then this is an equal application.	a. True